



Town of Milford
DEPARTMENT OF PUBLIC WORKS

(ob) 10/9

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May 1, 2006

Cemeteries / Parks
Highway Department
Recycling / Transfer Center
Town Buildings
Water Department
Wastewater Treatment Facility

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Milford, NH 03055-3737
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TDD Access:
Relay NH 1-800-735-2964

United States Environmental Protection Agency
Water Technical Unit
PO Box 8127
Boston, MA 02114

New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
PO Box 95
Concord, NH 03302-0095

Dear Sir or Madam:

In accordance with the General Permit requirements, please find Milford, New Hampshire's 2005-2006 NPDES Phase II Small MS4 General Permit Annual Report. If you have any questions, please feel free to contact me at (603)673-2257 or William Ruoff, Storm Water Team Leader at (603)673-1662.

Sincerely,

Katherine L. Chambers
Town Administrator

cc: New Hampshire Department of Environmental Services
William Ruoff, Milford Public Works Director

JSM

Municipality/Organization: Town of Milford

EPA NPDES Permit Number: NHR041019

MaDEP Transmittal Number: W-

Annual Report Number

& Reporting Period:

No. 3: March 2005-March 2006

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William F. Ruoff

Title: Director of Public Works

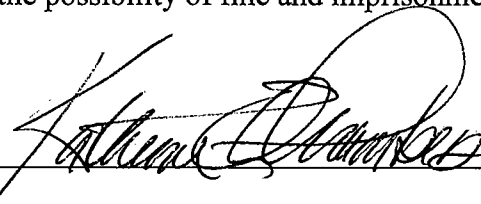
Telephone #: (603) 673-1662

Email:

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:



Printed Name: Katherine L. Chambers

Title: Town Administrator

Date: May 1, 2006

Part II. Self-Assessment

During the reporting period from April 2005 to March 2006, Milford continued to work towards the objectives of the program. The Stormwater Team continued to meet on a regular basis. The topics of the meetings were documented and copies of minutes are located at the Public Works Facility.

The Milford Public Works Department continued to assist the Local Rivers Advisory Group with regular surface water sampling efforts.

The Milford Public Works Department continued the storm drain stenciling program, placing the “DUMP NO WASTE DRAINS TO RIVER” stencils, replacing faded storm drain stencils, and expanding the coverage area.

The Town of Milford also had regular representation and participation with the Southern New Hampshire Stormwater Coalition comprised of a small group of New Hampshire MS4 Communities.

The Milford Stormwater program suffered a setback during this reporting period. The Stormwater Team leader resigned his position with the Town of Milford to work with a different New Hampshire community. Several other team members, including the Town Administrator have increased their work efforts related to the Committee work. In order to assure that the stormwater efforts continue per the vision, Milford is utilizing assistance from the consultant community in several areas, including inspection of construction development projects, mapping of the storm sewer system, and for assistance with facilitation of progress towards completion of the goals outlined as part of the initial Stormwater Management Plan's BMP's.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1	Document/Continue Existing Programs	DPW/William Ruoff	Review existing public education programs/ prepare written documentation about existing programs	Milford had representation at the Local Rivers Advisory Group (as planned).	Complete compilation of the notebook containing outlined programs
Revised					
2	Coordinate Public Educators	Stormwater Management Team	Organize town employees, educators, etc. to develop materials for distribution regarding stormwater	School contact was made and on-line documents were evaluated for appropriateness/effectiveness for distribution.	Continue distribution of stormwater educational materials/information
Revised					
3	Coordinate Information and Program Distribution within the School Network	Stormwater Management Team	Contact 90% of schools within the Town	A meeting was held with the Superintendent of Schools, responsible for 100% of the public schools within the Town.	Schedule at least one visit to discuss stormwater with each age group identified.
Revised	<i>School Outreach is likely to consist of special programs. Due to NH State curriculum requirements, at this time, stormwater is unlikely to become part of a formal curriculum</i>				

1a. Additions

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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4	Create Task Committee	DPW/William Ruoff	Establish team/ document meeting minutes	Stormwater Team meetings have continued; documented by minutes.	Stormwater Team meetings will continue. Minutes will continue to be documented.
Revised	<i>(Revised to Stormwater Team Year 1)</i>				
5	Conduct Public Meeting/Acquire Public Input	DPW/William Ruoff	Public Meeting to be held	No public meeting was appropriate at this time.	A Public Meeting will be held as part of the adoption of the Stormwater Ordinance, if appropriate. Also, public input will be sought with proposed changes to Subdivision and Site Plan Regulations when determined ready by the Planning Board.
Revised					
6	Establish Stormwater Information Display at Major Town Events	Stormwater Team	Stormwater information display at Town event	The Spring 2005 Town Meeting's Town Report had a stormwater theme.	A bulletin board or outreach display's appropriateness will be evaluated for display at major Town events such as the Deliberative Session in February and Voting Day in March.
Revised	<i>Displays will be provided at "appropriate Town events"</i>				
7	Storm Drain Stenciling/Community Clean-Up Day	DPW/William Ruoff	50% of storm drain stenciled/one clean-up day per year	All of the storm drains in the immediate downtown were stenciled. Progress has continued to replace worn stencils and to expand the area covered by stencils. Milford participated in the Regional Hazardous Waste Collection Day Program and sponsored a special Town-wide clean-up day during the last week in April.	Storm drain stenciling will continue. Community clean-up days will continue.
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
8	Map Outfalls and Receiving Waters	DPW/William Ruoff	Produce a map showing outfalls and receiving waters	The New Hampshire Department of Environmental Services and the Souhegan Watershed Association mapped a significant number of outfalls. Available mapping data was compiled into notebooks. Actual survey-style mapping of these areas did not happen as planned during this permit term.	A financial commitment has been made to upgrade the existing base map to include mapped outfall locations.
Revised					
9	Evaluate Need for a Stormwater Ordinance	Stormwater Team	Prepare Storm Sewer (Storm Water) Ordinance for adoption	The Town has agreed to adopt an Ordinance. The Draft Stormwater Ordinance was reviewed by appropriate Town personnel. Modifications to the Ordinance are in process based upon the Town Master Plan and philosophical community priorities.	Continue to incorporate appropriate information into the Draft Stormwater Ordinance. Acquire input from all pertinent Town Departments. Initiate legal review of the proposed document. Prepare for Public Meeting to discuss proposed ordinance.
Revised					
10	Train Town Employees in Illicit Discharge Detection	DPW/William Ruoff	Complete training document/conduct illicit discharge detection training	An illicit discharge reporting form was developed. Through the Town's Annual Report distributed in 2005, information was provided to residents to assist with identification of abnormal activities likely to be linked to illicit discharges. Reported incidents have been documented by the illicit discharge reporting form.	Once the dry weather screening evaluations are scheduled, employees will be provided with the latest available documentation related to characteristics of an illicit discharge.
Revised	<i>(Modified in Year 1 to NOT utilize volunteers)</i>				
11	Dry Weather Screening of Outfalls	DPW/William Ruoff	Develop dry weather screening forms and document findings	Due to an excessively wet year, surface water elevations have consistently been higher than "normal" and dry weather screening of outfalls was not successfully performed.	Conduct dry weather screening. Prioritize areas with historic issues. Identify outfalls requiring follow-up. (Previous Annual Report proposed extension of completion to 2005/2006; current proposal is to extend to 2006/2007).
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
12	Develop System of Identifying Illicit Discharges/Initiate Program to Eliminate Them	DPW/William Ruoff	Develop plan for elimination of illicit discharges, begin program to eliminate, and eliminate identified illicit discharges	A consultant provided general stormwater training to two teams of Town personnel. The training addressed all aspects of stormwater pollution prevention and identification of abnormal circumstances which may require supervisory follow-up.	Complete development of the illicit discharge detection program. Acquire appropriate tools for use by the team responsible for detection.
Revised	<i>Completion date previously revised proposed to be extended until December 2006.</i>				
13	Identify Magnitude of Effort to Coordinate Mapping Stormwater Discharge System	DPW/William Ruoff	Highlight areas of Town requiring outfall mapping effort. Once outfall areas have been identified, continue to identify “other areas” requiring mapping.	Compilation of existing mapping has continued. Existing mapping data has been organized and compiled in one central location.	Mapping evaluations and compilations will continue. Evaluations are scheduled to be completed by 2008.
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
14	Document Existing Programs and Expand Them As Required	Stormwater Team	Review of existing procedures and regulations	The draft ordinance has been developed. The ordinance is under review by Town entities.	Continue to incorporate appropriate information into the Draft Stormwater Ordinance. Acquire input from all pertinent Town Departments. Initiate legal review of the proposed document. Prepare for Public Meeting to discuss proposed ordinance. Continue preconstruction meetings and construction monitoring of development projects.
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
15	Document and Enhance Procedures for the MS4 System	DPW/William Ruoff	Complete review of MS4 maintenance procedures	Ongoing review of MS4 maintenance procedures.	Continue refinement of the maintenance procedures.
Revised					
16	Incorporate Best Management Practices Into the Town Master Plan	William Ruoff/Applicable Town Departments	Update of Town Master Plan	Draft update to the Town's Master Plan is in process.	Finalize draft changes proposed to the Town's Master Plan.
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
17	Document and Enhance Employee Training Procedures	DPW/William Ruoff	Complete review of training programs	Training evaluations were begun ahead of schedule. The first in a series of formal stormwater training events were held for two municipal facilities. Annual training events are now to be considered annually.	Document existing training programs, continue support of training events.
Revised					
18	Evaluate the Use of Pesticides, Sand, and Salt	DPW/William Ruoff	Complete review of existing procedures	Pesticide use within the community has been determined to be limited. Sand and salt evaluations are constantly under evaluation.	Formal evaluation of the pesticides, sand, and salt is expected to be completed on schedule by the Fall of 2006.
Revised					

6a. Former Additions

19	Catch Basin Cleaning	DPW/William Ruoff	Complete an annual catch basin cleaning event	Catch basin cleaning event was completed.	Clean catch basins per schedule.
20	Street Sweeping	DPW/William Ruoff	Complete a weekly spring/summer sweeping event	Street sweeping was performed per schedule.	Continue street sweeping per schedule.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
	Not Applicable				
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Not Applicable

Part IV. Summary of Information Collected and Analyzed

SUMMER 2005 SOUHEGAN RIVER E. COLI SAMPLING DATA			
Date	Range of E. Coli per 100 mls	River Flow (actual cfs)	River Flow (historic cfs)
June 14, 2005	80 to 1420	228	140
June 28, 2005	100 to 340	106	91
July 12, 2005	140 to 230	256	65
August 9, 2005	64 to 436	N/A	N/A
August 23, 2005	95 to 210	47	42
September 6, 2005	72 to 196	N/A	N/A
September 20, 2005	90 to 330	35	43

Sampling and Analysis has been conducted by the Souhegan Watershed Association and the Town of Milford DPW.

SAND AND SALT APPLICATION AMOUNTS		
Month	Salt (tons)	Sand (tons)
November 2005	101	120
December 2005	111	426
January 2006	359	1129
February 2006	158	329
March 2006	60	70
Totals	789	2074

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Due to staffing changes, a portion of this information is not available at this time.)

Programmatic

Stormwater management position created/staffed	(y/n)	Y/(but position is open)
Annual program budget/expenditures	(\$)	N/A

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	35%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household hazardous waste collection days		
▪ days sponsored	(#)	5
▪ community participation	(%)	N/A
▪ material collected	(tons or gal)	N/A
School curricula implemented	(y/n)	N/A

Legal/Regulatory
(Status Under Review)

	Prior to Phase II	In Place Under Review	Drafted	Adopted
Regulatory mechanism status (indicate with "X")				
▪ Illicit discharge detection & elimination				
▪ Erosion & sediment control				
▪ Post-development stormwater management				
Accompanying regulation status (indicate with "X")				
▪ Illicit discharge detection & elimination				
▪ Erosion & sediment control				
▪ Post-development stormwater management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	**
Estimated or actual number of outfalls	(#)	**
System-wide mapping complete	(%)	**
Mapping method(s)		
▪ Paper/Mylar	(%)	**
▪ CADD	(%)	**
▪ GIS	(%)	**
Outfalls inspected/screened	(# or %)	**
Illicit discharges identified	(#)	**
Illicit connections removed	(#) (est. gpd)	**
% of population on sewer	(%)	30
% of population on septic systems	(%)	70

****NOTE:** Not available. Information previously collected and documented by departed staff member is being reviewed and verified for accuracy.

Construction
(Under Review)

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management
(Under Review)

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1x/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1x/yr
Total number of structures cleaned	(#)	950
Storm drain cleaned	(LF or mi.)	Not calculated
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Not calculated
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Recycled
Cost of screenings disposal	(\$)	Not available

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1x/yr ¹
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1x/yr ¹
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Not available
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Recycled
Cost of sweepings disposal	(\$)	Not available
Vacuum street sweepers purchased/leased	(#)	Owned
Vacuum street sweepers specified in contracts	(y/n)	Not applicable

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	1x/yr minimal on athletic fields
▪ Herbicides	(lbs. or %)	None used by Town – minimal used by Town subcontractor
▪ Pesticides	(lbs. or %)	100%

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	Not tracked
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	N
Automatic or zero-velocity spreaders used (calibrated annually – checked regularly)	(y/n)	Y
Estimated net reduction in typical year salt application	(lbs. or %)	N/A
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N/A

¹ Weekly follow-up of street sweeping in downtown area.